

~Minutes~

POTTER COUNTY COMMISSIONERS MEETING

MARCH 1, 2018

CALL TO ORDER Commissioner Morley called the meeting to order at 11:01 a.m.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL Commissioner Susan Kefover, Commissioner Paul Heimel, Commissioner Doug Morley, Chief Clerk Kathleen Majot; all present. Recording Secretary Dawn Wooster was absent. Chief Clerk Majot recorded.

PUBLIC COMMENT

MINUTES – February 15, 2018 ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

NEW BUSINESS

CONTRACTS AND AGREEMENTS

Agreement with Terry Jacobson (Knoxtowne) for the rental of the District Judge Office in Galeton, monthly rate of \$750.00; March 1, 2018 to February 28, 2023. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Agreement with Northern Tier Children’s Home Residential Services, Inc. for residential treatment space for the Women’s Recovery Center at a rate of \$70.00 per day, per resident; Jan. 1, 2018 through Dec. 31, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Professional Services Contract with Priscilla Watson for Archival Preservation/Records Management in the Recorder of Deeds and Register of Wills Office. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Contract with Robert Kevin Lavelle, Potter County Law Clerk, for divorce reviews at a rate of \$1.00 per review, effective February 22, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

PCHS CONTRACTS AND AGREEMENTS

TRAINING REQUESTS

--Krista Miller & Kelsey Valenti – Treasurer – CTAP Spring Seminar, State College, Pa. Lodging, mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Glenn Drake & Angela Milford – Sheriff/Jail – Pa County Corrections Assn. Spring Conference, Pocono Manor, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Angela Milford – Jail – PPWA Spring Conference & Training, Scranton, Pa. Registration, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Isaac Musser & Steve Achre – PCHS – Family Group Decision-Making Conference, Hershey, Pa. Registration and lodging. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Colleen Wilber – PCHS – 2018 Criminal Justice Advisory Board Conference, State College, Pa. Lodging. -PACDAA Meeting, State College, Pa. Registration and lodging. -PACDAA Case Management Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Crystal Thomas – PCHS – PACDAA Case Management Conference, State College, Pa. Registration and lodging. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

--Bryonna Swede – PCHS – Train the Trainer, State College, Pa. Mileage and meals. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

--Jacob Ostrom – Tax Assessment – AAP Annual Conference, Valley Forge, Pa. Registration, lodging, mileage and meals. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

PERSONNEL

Sheriff Glenn Drake has terminated employment of Cody Bova as a part-time Corrections Officer at the Potter County Jail, effective February 9, 2018. ~Action~ Comm. Heimel moved to acknowledge. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

Resignation of Susan Amidon, Clerk Typist II for the Potter County Office of Aging, effective March 12, 2018. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

President Judge Stephen Minor has hired Robert Kevin Lavelle as Law Clerk effective February 22, 2018. ~Action~ Comm. Kefover moved to acknowledge. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

Voter Registration/Elections Director Sandra Lewis requested the hiring of Donna Sallade as part-time Secretary, effective February 28, 2018. ~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

CHIEF CLERK REPORT

Received application for 2018 Liquid Fuels Tax funds from Ulysses Township, \$2,777.57. ~Action~ Comm. Heimel moved to approve. Comm. Kefover seconded. Heimel yes; Kefover yes; Morley yes.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

COMMISSIONERS' REPORTS

Commissioner Kefover reported on the Manufacturing, Education and Employee Advancement, Inc. (MEEA) and Workforce Solutions meeting with Pittsburgh-based consultant, Fourth Economy, on facilitating a regional planning process to attract and sustain employment within the Northcentral region. She also attended a meeting along with Jennifer Rossman, Bob Wicker and John Wright with The Fund, an organization of Northern Tier Businesses and Leaders, on advancing opportunities for businesses within the Route 6 corridor.

Commissioner Heimel commented on his attendance at the launch of this year's Leadership Potter County class. Focus was "on workplace projections in 2028 and how millennials can effectively prepare for careers.

BILLS

Potter County Human Services Fiscal Summary

PAYROLL CHECKS - Check #1217	1,855.54
PAYROLL AUTOMATIC DEPOSITS	49,762.70
PAYROLL TAX TRANSFERS (EFTPS)	17,435.49
STATE TAX WITHHOLDINGS (ETIDES)	2,315.54
ACCOUNTS PAYABLE CHECKS – Check #61231-61329 3/01	112,989.54
Total Checks Written	184,358.81

~Action~ Comm. Kefover moved to approve. Comm. Heimel seconded. Kefover yes; Heimel yes; Morley yes.

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Potter County Courthouse Special Run – 2/21/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund	125880			255.00

~Action~ Comm. Heibel moved to approve. Comm. Keffer seconded. Heibel yes; Keffer yes; Morley yes.

Potter County Courthouse Special Run – 2/27/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
52	Operational Reserve Fund	125881			200,000.00

~Action~ Comm. Keffer moved to approve. Comm. Heibel seconded. Keffer yes; Heibel yes; Morley yes.

Potter County Courthouse Fiscal Summary – 3/02/2018

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll-Checks	85034-85037			3,021.36
10	Payroll-Direct Deposit	9024655-9024750			88,592.58
10	General Fund - Accounts Payable	125882-125988			136,992.19
10	General Fund – A/P Manual Checks	903021821-903021825; 999117			128,167.15
11	LEPC	2524			309.12
15	North Fork Dam	125989			24.00
16	911 Fund	2664-2668			7,284.84
17	Saulter Preserve	125990			18.00
18	Automation Fund (Civil)	125991			996.50
34	V.O.J.O.	125992			610.05
35	Victim Services	125993			1,107.05
59	P.C. Victim Impact Panel	125994			125.00
60	Hotel Excise Tax	125995-125996			35,562.80

~Action~ Comm. Heibel moved to approve. Comm. Keffer seconded. Heibel yes; Keffer yes; Morley yes.

NEXT MEETING: March 15, 2018

ADJOURNMENT Commissioner Keffer moved to adjourn. Commissioner Heibel seconded. Keffer yes; Heibel yes; Morley yes.

Prepared by Dawn Wooster


 Potter County Executive Secretary

March 15, 2018
 Approval Date